



CREATING INSTRUCTORS

Learning Fundamentals - System Administrator Training

Instructors are the individuals that deliver individual Sessions. Instructors can be existing users in the portal, or external instructors can be created manually.

To add an instructor, go to:

ILT > VENDORS & INSTRUCTORS

1

Search for and find the relevant **Vendor**

The tools in this section will help you track details of your organization's ILT vendors and manage

[View Instructor Requests](#)

Search for Vendor Name: [Search](#)

View active vendors only

[Add New Vendor](#)

Vendors

VENDOR NAME
Clarisse Cooper
Cornerstone University
GoToMeeting
Level Up
Local Training Vendor - London Office
Local Training Vendor - Munich Office

2

Select the **Instructors** link.

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ACTIVE	EDIT	INSTRUCTORS
Yes	Edit	Instructors
Yes	Edit	Instructors
Yes	Edit	Instructors
Yes	Edit	Instructors
Yes	Edit	Instructors
Yes	Edit	Instructors

3

Select the **Add New Instructor** link

Vendors & Instructors >

Instructors

[View Instructor Requests](#)

Search for Instructor Name: [Search](#)

View active instructors only

[Add New Instructor](#)

Instructors

INSTRUCTOR NAME	LOCATION	E-MAIL	PHONE	SCHEDULE
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4 To add an **existing user** as an instructor

a Click the **pop-up** icon to the right of the Last Name field

b Search for the user

c Select the **username** link

Search
Enter a last name and click the search icon.
Last Name: First Name: ID:
Select a user

NAME	ORG. UNIT
Abel, Erik	Human Resources 14 \ Project Manager
Adair, Chris	Project Manager \ Product Development
Adair, Chris	Project Manager \ Product Development
Adams, Ann	HR Manager \ Training
Adams, Paul	Cornerstone onDemand \ Account Manager
Admin, Aon Hewitt	APAC \ Administrator
Admin, Client	Administrator Training \ Cornerstone Administrator

5 To add an **external user** as an instructor

a Enter the **instructors name, contact information, language(s), education, biography, and certification information**

6 Select **Active** and whether approval is **required**

7 Select the **Submit** button

When scheduling a session, only instructors who have been added to the selected vendor/provider for that session are available to select.